



State of Arizona  
Department of Education

## Teaching Intern Process Checklist

***Please follow the steps below in the order shown, when completing the teaching intern process for the first and the second year.***

### **Year One - Teaching Intern Certificate Steps:**

1. AEPA: Sign up and take the 'Subject Knowledge' exam. [www.aepa.nesinc.com](http://www.aepa.nesinc.com)
2. Fingerprint card – AZ Department of Public Safety
3. Order official university/college transcripts showing degree conferred.
4. While waiting for your AEPA results, obtain and complete applications from districts you wish to interview with.
5. Upon receiving passing AEPA score, contact participating district to check on openings/set up interviews. Use participating school district list for contact person information.
  - Attach AEPA passing score to application and take to interview, to show 'highly qualified' status.
6. Letter of 'Intent to Hire' from district indicating grade/content area and school.
7. Letter of enrollment into 2-year teacher preparation program from university/college who has an agreement with the district.
8. Fill out 'Teacher Intern Certificate' application.
9. Bring application, \$60 check or money order, and above documents for approval, to AZ Department of Education's Transition to Teaching director.
10. Upon approval, teacher intern certificate will be issued to 'teaching intern' and ADE will provide a copy to district and university/college immediately.
11. Teacher intern is aware that program is to be completed within the 2-year timeline of the teacher intern certificate. No stopping and starting of the program is allowed as per State Board of Education Rule R7-2-612.

# Teaching Intern Process Checklist

## *Year Two*

1. University/college letter verifying satisfactory completion of required coursework.
2. Official university/college transcripts.
3. Letter of 'Intent to Hire' or contract from district for next school year.
4. No fee to extend certificate.
5. Fill out 'Extension of Teacher Intern Certificate' application.
6. Bring application and above documents for approval, to AZ Department of Education's Transition to Teaching director.

## *Application for Provisional Teaching Certificate*

1. Upon completion of 2-year preparation program, university/college will issue an 'Institutional Recommendation' for provisional teaching certificate.
2. Complete 'Provisional Teaching Certificate' application on the back of the Institutional Recommendation.
3. \$90 check or money order for the provisional teaching certificate and full SEI endorsement.
4. Bring application and above documents for approval, to AZ Department of Education's Certification department to receive 'Provisional' teaching certificate.

### **Note:**

Provisional teaching application **MUST** be made prior to the expiration of the Teacher Intern Certificate.  
NO EXCEPTIONS or appeals can be made, as per Arizona State Board of Education Rule R7-2-612.